

Military Surface Deployment and Distribution Command (SDDC)

Transportation Financial Management System (TFMS-M)

Standard Operating Procedures

SDDC Discoverer *4i Viewer*

**Version 1.1
September 11, 2004**

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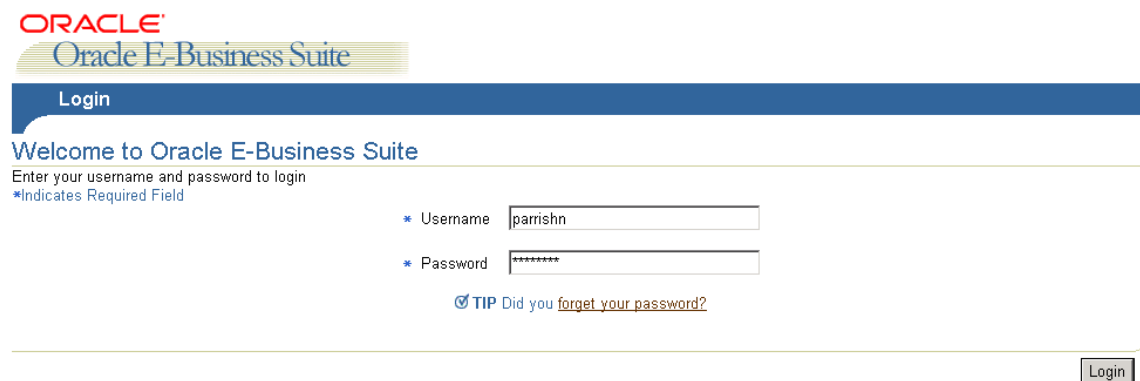
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1 Oracle SDDC Discoverer 4i Viewer Overview

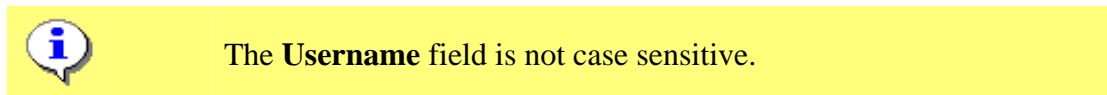
Discoverer 4i Viewer offers TFMS-M users the ability to view, print and export queries/reports into a variety of formats like HTM, CSV and Microsoft *Excel*. TFMS-M users have access to pre-defined queries/reports that have been defined and/or customized for a particular responsibility or job function.

1.1 Logging-In to TFMS-M

From the main TFMS-M Information page(<http://pweb.eta.mtmc.army.mil/tfmsm/start.html>), select **LOG-IN TFMS-M Production**.



1. In the **Username** field, type in your user name.

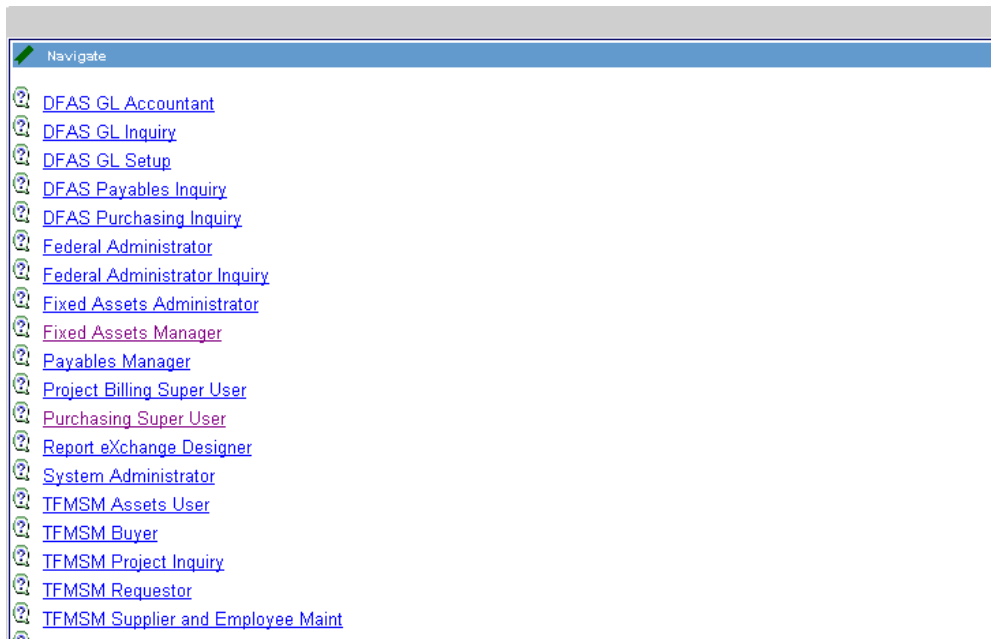


2. In the **Password** field, type your TFMS-M password.

3. Click  to login.

1.2 Selecting a Responsibility

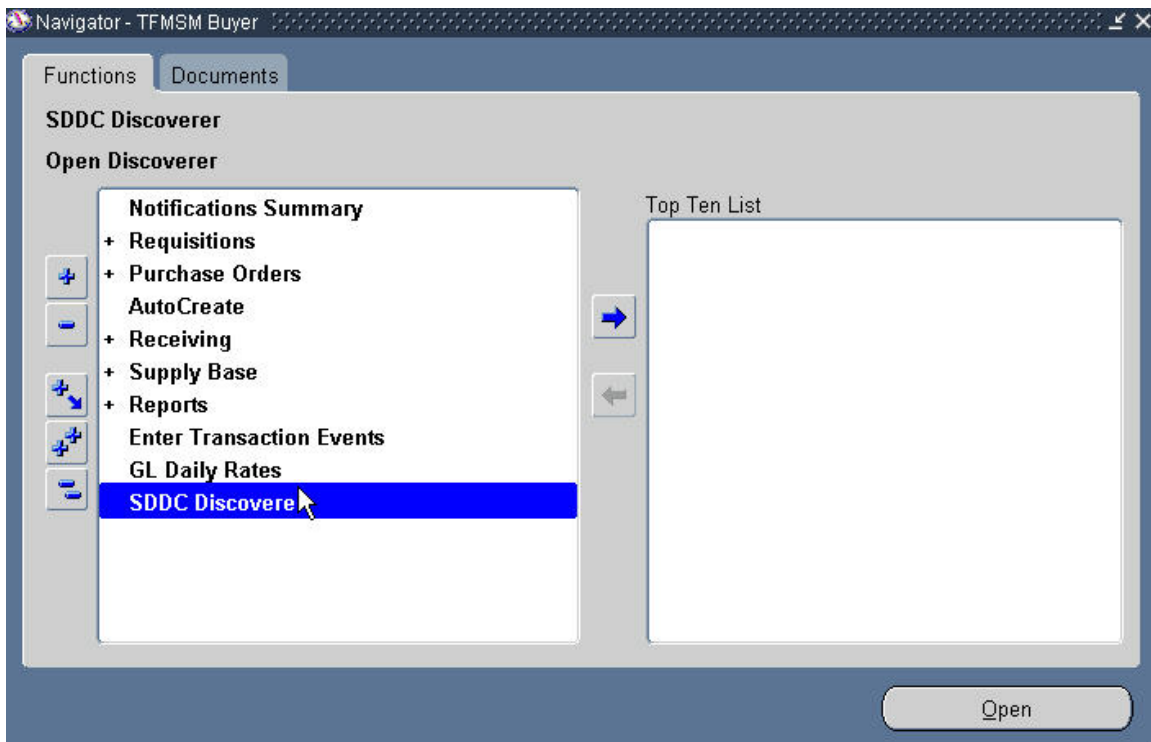
If you have more than one system responsibility, a Responsibilities window will appear (as shown below). However, if you have only one Responsibility, the system will take you directly to the Navigator window (as shown in step 1.3).



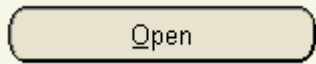
1. Select a **Responsibility**. Depending on which responsibility you select will determine which Discoverer queries/reports you have access to view, print and export.

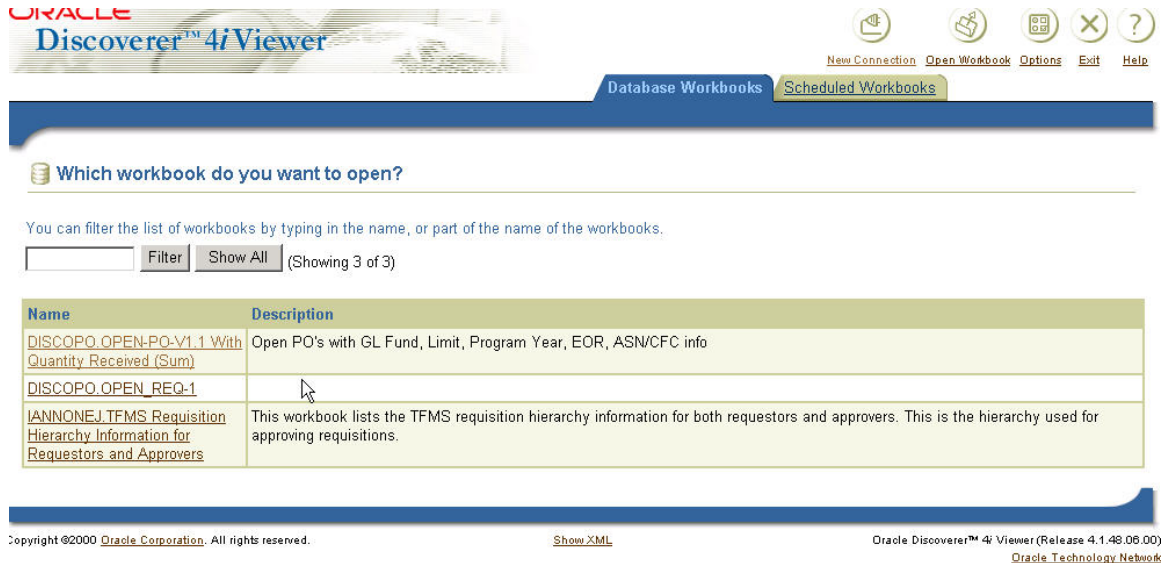
1.3 Accessing Discoverer Queries/Reports

Discoverer 4i Viewer can be selected from the **Navigator Menu**.




1. Select **SDDC Discoverer** from the Navigator Menu.

2. Click  to open *Discoverer 4i Viewer* window.



1. Select the query or report you want to view. You will only be able to view queries and reports for which you have access privileges.



Discoverer 4i uses the term **Workbook** to reference queries and reports.

1.3.1 Navigational Icons

The page displays the following navigational icons in the upper right-hand corner of the page.



New Connection	Currently Not Using. This icon is used to establish a new connection or to switch responsibilities within Discoverer 4i.
Open Workbook	Use this icon to select a different query/report or to display a list of available queries/reports once logged in.
Options	Most options are set to default and should not be changed.

Exit	Used to exit Oracle Discoverer 4i.
Help	Used for on-line help relating to Discoverer 4i Viewer.

1.4 Running Discoverer 4i Queries/Reports - Parameters

Once a workbook (query/report) is selected, the user will be directed to a **Parameters** page. The page requires the user to enter specific data, or a parameter, to generate the query/report.

Sheet 1

Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.


Fund (% for All) ☐ Exact: ☒ Starts with: ☐ Contains:

Limit (% for All) ☐ Exact: ☒ Starts with: ☐ Contains:

Program/AMSCO ☐ Exact: ☒ Starts with: ☐ Contains:

PrgmYear (% for All) ☐ Exact: ☒ Starts with: ☐ Contains:

EOR (% for All) ☐ Exact: ☒ Starts with: ☐ Contains: EOR

1. Enter the required parameters to execute the query/report.
2. Click  to begin collecting the data from the database.



A **Query Progress** window will appear on screen. This screen will give you information on how long the report is expected to take and will confirm that the report has completed..

- This screen allows the user to cancel the query if the run time is too long. Click the **Cancel** link to end the query.
- When the query has completed the report will appear on the screen.

1.5 Viewing the Query/Report Results

The results of the query will be displayed. This page also displays the **Query name** and **Parameters** used to generate the results.



DISCOPO.OPEN_REQ-1 - Sheet 1

Query Progress (00:00:05)

✓ Predicting Run Time (00:00:01)

✓ Running Query

✓ Fetching Data

⌚ Sorting Data

Building Sheet

Complete

If this page doesn't update automatically, [click here](#).

[Cancel](#) this query.

- If the parameters entered return with no data, the application will display the following message. "The worksheet doesn't contain any data."
- To modify the parameters, click the **Edit Parameters** link. The **Parameters** page will appear. Enter new or modified parameters in the appropriate fields.

DISCOPO.OPEN_REQ-1 - Sheet 1

[Rerun Query](#) | [Table Layout](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Parameters

▼ [Hide Parameters](#)

Fund: %
 Limit: %
 Program/AMSCO: %
 Prgm Year: %
 EOR: %
 ASN/Cmd Fac Code: 7710

[Edit Parameters](#)

Data

▼ [Hide Data](#)

Open Requisitions and Lines and GL Segments 11-SEP-2004 08.50.33 AM 1

	Req Number	Preparer Full Name:	Type	# of Days	Proceed Date	TDY FROM:	
1	15532	BRANSTETTER, Ms. PAMELA S	TDY	4	21-APR-2003	Fairfax, VA (Residence)	Guaynabo, Pue
2	15532	BRANSTETTER, Ms. PAMELA S	TDY	4	21-APR-2003	Fairfax, VA (Residence)	Guaynabo, Pue
3	15532	BRANSTETTER, Ms. PAMELA S	TDY	4	21-APR-2003	Fairfax, VA (Residence)	Guaynabo, Pue
4	40115	BRANSTETTER, Ms. PAMELA S	TDY	5	01-DEC-2003	Toano, VA (Residence)	Charlottesville,

Once the results are displayed to the user's satisfaction, there are several options for printing and exporting the data. For example:

1.5.1 Printing a Query

On the web browser page, click the **Printer Friendly Version** link and select **Print** from the **File** menu to print the query results.

1.5.2 Exporting Data

Oracle Discoverer 4i allows the user to export the current query in a variety of formats for use in other applications (HTM, CSV, etc). Microsoft Excel is the recommended application to use for exporting, viewing and sorting data. The recommended procedure for downloading data is as follows:

1. Click the **Export Data** link.
2. A message will display "What export format do you want?"

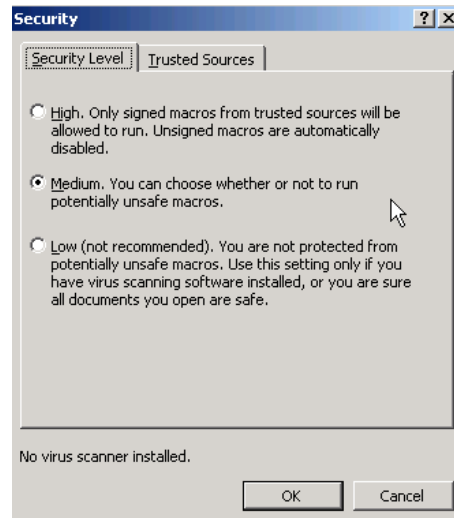


3. Choose **Microsoft Excel Workbook*.xls**.
4. Click **Export Data** to export the data. You may receive one of the following message boxes:

- If the following message box appears:



- Go into Microsoft *Excel*. On the *Excel* Task bar, select Tools > Macro > Security and set the security level to **Medium**.



- If the following message appears: “Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you may lose some functionality.” Click **Enable Macros**.

- The windows Task bar will show that *Excel* is open; this provides the users an opportunity to sort, print, or save the data.



Results:

You have successfully accessed, viewed and/or exported a Discoverer 4i query or report. If you required more advance Discoverer access (i.e., creating or modifying existing queries/reports contact the Discoverer Administrator.)